



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1550.8B
OP-112

19 NOV 1987

OPNAV INSTRUCTION 1550.8B

From: Chief of Naval Operations

Subj: DEVELOPMENT, REVIEW AND APPROVAL OF NEW OR MODIFIED
TRAINING CURRICULA

Ref: (a) OPNAVINST 1500.19C (NOTAL)
(b) OPNAVINST 1500.2F (NOTAL)
(c) MIL-STD-001379C (NAVY) (NOTAL)
(d) DOD-Handbook-292 (NOTAL)
(e) OPNAVINST 1500.51A (NOTAL)
(f) OPNAVINST 1500.8M (NOTAL)

1. Purpose. To establish policies and assign responsibilities for the development, review and approval of recruit and specialized training curricula which are developed or modified by the Chief of Naval Education and Training (CNET). This instruction has been extensively revised and should be read in its entirety.

2. Cancellation. OPNAVINST 1550.8A.

3. Scope

a. The provisions of this instruction apply to all recruit and specialized training curricula developed under the cognizance of CNET, to the modification of all recruit and specialized training curricula utilized within the Naval Education and Training Command, to training curricula developed or modified by CNET for training the Naval Reserve, and factory training curriculum and course material to be delivered to the Navy for use in the schoolhouse. Training within the scope of this instruction falls into two categories, General Skill Training and Fleet Training. General Skill Training, includes recruit, apprentice, Class "A" school and specialized training leading to assignment of a Navy Enlisted Classification (NEC) code or assignment of personnel to certain Navy Officer Billet Classification (NOBC) coded billets. Fleet Training is that training defined in subparagraph 1b(2) of enclosure (1) to reference (a), which encompasses Class "F" courses and those Class "C" school courses that do not grant an NEC nor are part of an NEC producing pipeline.

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b. The following are excluded from this instruction:

(1) Aviation Training under the cognizance of the Chief Naval Air Training (CNATRA).

(2) Curricula under the cognizance of the Deputy Commander, Nuclear Propulsion Directorate, Naval Sea Systems Command.

(3) Curricula developed by the systems commands and program managers functioning as Training Support Agencies under reference (b).

4. Definitions

a. Training Agency (TA) is an office, bureau, command or headquarters exercising command of and providing support to some major increment of the Navy's formalized training effort, e.g., CNET, FLTCINCs, COMNAVMEDCOM, COMNAVRESFOR, etc.

b. Training Support Agency (TSA) is an office, bureau, command or headquarters responsible for supporting the training agent by providing material and other forms of support within the cognizance of the office, bureau, or command involved. The TSA provides initial training for the equipment/system until the training agency can acquire the capability for training.

c. Training materials can take the form of resources, equipment, texts, hardware and software which support training program(s).

d. Training programs are planned instruction that develop skills in a variety of disciplines. These programs stress the performance of job related tasks in a practical or laboratory environment.

e. A Training Project Plan is a blueprint for curriculum implementation which contains course data, justification for course development or change, impact statements, milestones, resource requirements and follow-on training recommendation.

5. Policy. Training curricula/materials will be developed or modified using the procedures and guidelines specified in references (b), (c), (d), (e) and (f). In developing or reviewing training curricula/materials, cognizant commands shall ensure that they design training materials to teach only that information which will be used by at least thirty percent of course graduates. Specific reasons for including or retaining

low usage material in any training program shall be justified and documented, so as to establish an audit trail.

6. Responsibility

a. Chief of Naval Operations (CNO) (OP-01)

(1) Act as the CNO coordinator for all matters of policy within the scope of this instruction and, when applicable, coordinate the programming of resources.

(2) Coordinate with cognizant activities and approve Training Project Plans that have more than one CNO requirements/resource sponsor.

b. Deputy Chief of Naval Operations (DCNOs); Directors of Major Staff Offices (DMSOs)

(1) Advise DCNO Manpower, Personnel and Training (MPT) on matters of policy within the scope of this instruction.

(2) Coordinate with cognizant activities and approve Training Project Plans that have a single CNO requirements/resource sponsor. When more than one sponsor is involved, submit comments and recommendations for approval/disapproval to DCNO (MPT) for consolidated CNO response.

(3) Cognizant resource sponsors will program resources as necessary to develop and implement new or modified training curricula, per guidance in reference (b).

c. Chief of Naval Education and Training (CNET)

(1) Develop, review, and modify training courses in accordance with the policies and procedures of this and related instructions. Ensure maximum productivity, efficiency, and effectiveness of assigned training curricula throughout their lifecycles.

(2) Participate in the validation and approval of the training, ensuring that it is consistent with the approved Training Project Plan. Throughout this process, advise appropriate resource sponsors of resource requirements necessary to ensure adequate planning and to support actual training upon Training Project Plan approval.

(3) Coordinate with cognizant TSA's; review and approve curriculum/materials for training programs under CNET purview.

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(4) Implement new or revised training curricula/materials consistent with the policy and guidance of the CNO, Fleet Commanders-in-Chief (FLTCINCs) and Commander Naval Reserve Force (COMNAVRESFOR).

(5) Forward resource requirements beyond those in the approved resource base to appropriate resource sponsors and identify alternatives and associated resource implications.

(6) Establish an audit trail for including or retaining low usage training material.

(7) Identify monetary and manpower requirements to present required training in the five year Defense Plan (FYDP) through Program Objective Memorandum (POM) action.

d. Fleet Commanders-in-Chief (FLTCINCs)

(1) Coordinate with TA's and TSA's in developing, reviewing and approving training curricula for Fleet Training courses.

(2) Submit comments/recommendations to the appropriate approval authority for other training curricula/materials.

e. Commander Naval Reserve Force (COMNAVRESFOR)

(1) Submit Training Project Plans to meet the Naval Reserve training requirements established by program sponsors.

(2) Submit comments/recommendations to the appropriate approval authority for Training Project Plans affecting the training of Naval Reserve personnel.

(3) Implement new, modified or revised training consistent with the policy and guidance of the CNO and the FLTCINCs.


L. A. EDNEY

Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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